

JOB POSTING

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| Position Title | Micro Film, Researcher, Court Room Clerk |
| Department | Circuit Clerk |
| Shift | Full Time |
| Salary | \$11.75-12.25 |
| Brief Job Description | Under direction of the Circuit Clerk, scans and maintains a data base for all required files pertaining to the Circuit Clerk's Office and the State Archives; to perform clerical duties in designated courtrooms of the Circuit Court; to attend court sessions and prepare records of court proceedings in conformance with statutes and policies; to swear in witnesses and juries; to maintain exhibits offered in evidence; and to perform related duties as assigned. |
| Education Requirements | High School Diploma required along with one year related experience and/or training or equivalent combination of education and experience in office/clerical duties. |
| Additional Comments | Requires knowledge of modern office procedures, on-line computer terminal and filing. Knowledge of legal terminology and phrases and proficient with the methods and procedures. Previous public contact experience desired. Must be able to project a professional & pleasant public image while interacting with a variety of personalities and cultures. Must demonstrate tact and diplomacy in interpersonal interactions. Must have strong communication/customer service skills and respect for confidentiality. |
| Instructions for Applying | Please send resume/application to: Human Resources Livingston County 112 W. Madison Street, Room 202 Pontiac, IL 61764 |
| Application Deadline | 6/21/2019 |